
ALCOHOL AND TOBACCO COMMISSION

Nonrule Policy ATC #27

1. NOTICE: Under [IC 4-22-7-7](#), this document is required to be published in the Indiana Register and is effective on its date of publication. It shall remain in effect until the date it is superseded or deleted by the publication of a new document in the Indiana Register. The publication of this document is intended to provide the general public with information about the official position of the Indiana Alcohol and Tobacco Commission (commission) concerning a specific issue.

2. DISCLAIMER: This nonrule policy is established by the commission consistent with its authority under [IC 7.1-2-3-2](#) and [IC 7.1-2-3-7](#). It is intended solely as guidance and shall be used in conjunction with applicable rules or laws. It does not replace applicable rules or laws and if it conflicts with such rules or laws, the rules or laws shall control.

3. AUTHORIZED: Jessica Allen, Chair

4. SUPERSEDES: New

5. SUBJECT: The purpose of this nonrule policy is to provide guidance to members of local alcoholic beverage boards established under [IC 7.1-2-4](#) regarding certain ethical requirements.

6. SCOPE: As special state appointees, local board members must be trained in the code of ethics and must complete ethics training within six weeks of hire or appointment and at least once every two years thereafter under [42 IAC 1-4-1](#).

7. POLICY:

7.1. The Indiana code of ethics is set forth in [IC 4-2-6](#) and [42 IAC](#) and sets ethical standards for the official conduct of current and former officers, employees, and special state appointees of the executive branch in the state of Indiana.

7.2. As special state appointees, local board members are subject to the code of ethics and the jurisdiction of the Indiana Office of Inspector General (OIG), who is charged with enforcing the ethics rules and addressing fraud, waste, abuse, mismanagement, and wrongdoing in state government.

7.3. Pursuant to [42 IAC 1-4-1](#), all state employees, state officers, and special state appointees in the executive branch must be trained in the code of ethics and must complete the OIG ethics training within six weeks of hire or appointment and at least once every two years thereafter.

7.4. In order to comply with the code of ethics training requirement, it is the policy of the commission that all local board members are required to complete the OIG ethics training as a part of their initial training certification under [IC 7.1-2-4-13.5\(c\)\(6\)](#). Failure to comply with the state ethics training requirements may result in the removal of a local board member for good cause under [IC 7.1-2-4-21](#).

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